



SFA Human Resources Weekly Status

For Week Ending June 23, 2000

Accomplishments:

- ❑ Completed the first draft of the HR OM Package (SFA HR Modernization Plan)
- ❑ Drafted approach for reviewing the HR organization with key stakeholders (GMs, Directors, HRG, Regional Personnel Officers, Administrative Officers, etc.)
- ❑ Drafted HR Organization discussion (walkaround) document to facilitate review of HR organization with key stakeholders
- ❑ Drafted Office Assistant PD and KSA
- ❑ Initiated drafting HR Partners and Deputy Director PDs and KSAs
- ❑ Discussed the status of HR organization and current issue with Ray Kougut and Bob Tobias

Next Steps:

- ❑ Complete draft PDs and KSAs for HR Partners, Deputy Director and HR Program Development
- ❑ Schedule briefing with Greg/Candy to present and discuss proposed HR organization and staffing level
- ❑ Schedule working session with HRG to present and discuss HR Service Center function
- ❑ Develop necessary materials for working session with HRG and document session outcomes
- ❑ Schedule briefings with key stakeholders (GMs, Directors, Regional Personnel Officers, Administrative Officers, etc.) for reviewing HR organization
- ❑ Revise draft of HR OM Package (SFA HR Modernization Plan) per stakeholder feedback
- ❑ Discuss status of HR organization and current issues with Ray Kogut and Bob Tobias